

## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

<b>Opening Date:</b>	November 26, 2014	<b>Closing Date:</b>	Open Until Filled
<b>Job Title:</b>	Division Chief	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	001227	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	District 1, Baltimore City Baltimore, Maryland (Wabash)	<b>Grade/Entry Salary:</b>	J16 \$56,199 - \$67,389
<b>Financial Disclosure:</b>	Yes		(Depending on Qualifications)

### Regular State employees subject to promotion/demotion policy

**Essential functions:** The Division Chief performs managerial work directing the operations of a major division of the District Court. Employees in this classification serves as the court expert on procedural questions for their assigned division. Work involves assigning, directing, and evaluating the work of supervisory, clerical, security and process service employees engaged in the delivery of direct services to the public. This position hires, trains, schedules, counsels, and disciplines subordinate staff, as well as reviews, prepares, and processes a variety of reports. Employees in this class receive managerial supervision from the Administrative Clerk and/or Deputy Administrative Clerk for the assigned District Court. This position performs all other duties as assigned.

**Education:** An Associate Degree from an accredited college or university.

**Experience:** Five years of experience in a trial or appellate court of the United States. Two years of the court experience must have been in a supervisory capacity.

**Preferred:** Bachelor's Degree. 2-4 years of experience supervising other supervisors.

**Skills/Abilities:** Expert knowledge of Maryland District Court policies, procedures, laws, and forms involving traffic, civil, criminal and accounting operations of the court. Knowledge of Maryland's Judicial System. Knowledge of Judiciary Human Resources personnel policies and procedures. Ability to apply and interpret all applicable laws, rules, policies, and procedures. Ability to resolve complex procedural problems whether systemic or due to unusual or unprecedented situations. Ability to plan and supervise the operation of a Division of the District Court and to implement operational staffing changes to accommodate caseloads and demands. Ability to perform administrative duties related to court management. Ability to exercise tact and diplomacy in dealing with the public and attorneys and to effectively communicate with peers, subordinates, and supervisors. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN number. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.**

Maryland Judiciary, HR Dept.  
580 Taylor Ave, Bldg A1  
Annapolis, MD 21401

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.**